

 <p style="text-align: center;"><b>MINNESOTA DEPARTMENT OF COMMERCE</b></p> <p style="text-align: center;">Minnesota Department of Commerce 85 7<sup>th</sup> Place East, Suite 500, Saint Paul, MN 55101</p> <p style="text-align: center;">PHONE: 651-539-1599</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>Reviewed By: _____ Date: _____</p> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> <b>APPROVED</b></div> <div><input type="checkbox"/> <b>DENIED</b></div> <div><input type="checkbox"/> <b>RETURNED (Deficiency)</b></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div><input type="checkbox"/> <b>Course #</b> _____</div> <div><input type="checkbox"/> <b>APPRAISER USPAP?</b></div> </div>
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☐ **APPRAISAL**    
 ☐ **REAL ESTATE**    
 ☐ **INSURANCE**

**APPLICATION TO ADD OR REPLACE A LICENSE EDUCATION INSTRUCTOR**

*Copy and attach additional pages as needed (one for every course instructor)*

<b>Name of MN Approved Education Provider</b>	<b>MN Provider #</b>
<b>Name of MN Approved Coordinator</b>	<b>DIRECT Email Address:</b>

<b>Commerce Pre-Approved Course Name</b>	<b>Commerce Course Number</b>
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**A BIO OR RESUME MUST BE ATTACHED TO THIS COMPLETED FORM**  
**OR IT WILL BE RETURNED WITHOUT REVIEW** (Be sure the Bio / Resume shows dates of experience.)

<b>Instructor Full Legal Name</b>	
<b>Date of Birth</b>	
Business Address	
City, State, Zip	
Phone Number	Business Email Address
<b>Do you <u>currently hold, or have you held</u>, any Appraiser, Real Estate, or Insurance license in <u>any</u> state, including MN?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, <u>attach list</u> of license number, state, and status.</b>	
Do you currently hold or have you ever held <u>any other type</u> of occupational / professional license, permit, registration, certification, etc., in any state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, <u>attach list</u> of license type, number, state, and status.</b>	
Has instructor applicant ever had <u>any type</u> of occupational / professional license, permit, registration, certification, etc., in any state including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, <u>attach documentation and detailed explanation signed &amp; dated by instructor.</u></b>	
Has instructor applicant ever been convicted of a felony or gross misdemeanor, or been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, <u>attach documentation and detailed explanation signed &amp; dated by instructor.</u></b>	
<b><u>Appraiser</u> Instructor applicants Only.   AQB instructor certification is required for all USPAP instructors.</b> <input type="checkbox"/> National 7 HR USPAP Update Course Instructor. <input type="checkbox"/> National 15 HR USPAP Update Course Instructor. <input type="checkbox"/> Attach a copy of your Current Appraiser Qualifications Board (AQB) USPAP Instructor Certification. <input type="checkbox"/> Attach a copy of your Current Certified Residential or Certified General License.	

## **Continuing Education Instructors Mandatory Qualifications**

*(Must check at least one below)*

**MN Statutes 45.32. Subd.2. Qualification for continuing education instructors.**

**Qualified continuing education instructors must have one of the following qualifications:**

- ☐ a four-year degree in any area plus two years practical experience in the subject area being taught;
- ☐ five years of practical experience in the subject area being taught; or
- ☐ a college or graduate degree in the subject area being taught.

**MN Statutes 45.32. Subd.2a. Continuing education; qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.**

**In addition to qualifying under subdivision 2, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as continuing education must:**

- ☐ be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- ☐ not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

## **Pre-License Education Instructors Mandatory Qualifications**

*(Must check at least one below)*

**MN Statutes 45.32. Subd. 3. Qualifications for pre-licensing instructors.**

**Qualified pre-license instructors must have one of the following qualifications:**

- ☐ a four-year degree in the industry for which the course is being taught;
- ☐ a four-year degree with three years full-time experience in the industry for which the course is being taught;
- ☐ a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;
- ☐ a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;
- ☐ a two-year degree in the industry for which the education is being given and completion of 45 hours of continuing education in the industry for which the course is being taught;
- ☐ a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;
- ☐ a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or
- ☐ eight years of experience in the subject area being taught, gained in the eight years immediately preceding the first course offering taught.

**MN Statutes 45.32. Subd. 3a. Prelicense education; qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.**

**In addition to qualifying under subdivision 3, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as pre-license education must:**

- ☐ be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- ☐ not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

<b>INSTRUCTOR and COORDINATOR CERTIFICATION and SIGNATURE PAGE</b>
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**INSTRUCTOR CERTIFICATION AND SIGNATURE**

I declare that all of the instructor information and documentation provided by and for the instructor applicant is true and correct. I certify that I am qualified by education, training, or experience, and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Stat. §45, Minn. Stat. §60K, Minn. Stat. §72B, Minn. Stat. §82, and Minn. Stat. §82B. Furthermore, I declare that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the Minnesota Department of Commerce.

Printed Instructor Name: \_\_\_\_\_  
(Mandatory)

Instructor Signature \_\_\_\_\_ Submission Date: \_\_\_\_\_  
(Mandatory) (Mandatory)

**COORDINATOR CERTIFICATION AND SIGNATURE**

I certify that I am pre-approved by the Minnesota Dept. of Commerce as the education Coordinator for the Provider listed above and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Stat. §45, Minn. Stat. §60K, Minn. Stat. §72B, Minn. Stat. §82, and Minn. Stat. §82B. Furthermore, I declare that all of the details in the information submitted in this application regarding the Instructor information and qualifications claimed by the Instructor named in this application are true and correct, I accept responsibility for this instructors qualifications, conduct, and compliance with course content, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Printed Approved Coordinator Name: \_\_\_\_\_  
(Mandatory)

Signature of Approved Coordinator: \_\_\_\_\_ Submission Date: \_\_\_\_\_  
(Mandatory) (Mandatory)

#### **45.32 INSTRUCTORS.**

##### **Subdivision 1.Requirement.**

Each course of study, except self-study courses, must have an instructor who is qualified by education, training, or experience to ensure competent instruction. In the case of a self-study course, this requirement applies to the author of the course material. Failure to have only qualified instructors teach at an approved course offering will result in loss of course approval. A person applying for approval as an instructor must make available upon request such records and data required by the commissioner to administer the provisions and further the purposes of this chapter.

##### **Subd. 2.Qualification for continuing education instructors.**

Qualified continuing education instructors must have one of the following qualifications:

- (1) a four-year degree in any area plus two years practical experience in the subject area being taught;
- (2) five years of practical experience in the subject area being taught; or
- (3) a college or graduate degree in the subject area being taught.

##### **Subd. 2a.Continuing education; qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.**

In addition to qualifying under subdivision 2, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as continuing education must:

- (1) be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- (2) not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

##### **Subd. 4.Responsibilities.**

Approved instructors are responsible for:

- (1) compliance with all laws and rules relating to industry education;
- (2) providing students with current and accurate information;
- (3) maintaining an atmosphere conducive to learning in the classroom;
- (4) in conjunction with the coordinator, assuring and certifying attendance of students enrolled in courses;
- (5) providing assistance to students and responding to questions relating to course materials; and
- (6) attending the workshops or instructional programs that are required by the commissioner.

#### **MN Statute 45.33 PROHIBITED PRACTICES FOR COORDINATORS AND INSTRUCTORS.**

##### **Subdivision 1.Prohibitions.**

In connection with an approved course, coordinators and instructors must not:

- (1) Recommend or promote the services or practices of a particular business;
- (2) encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- (3) use materials, clothing, or other evidences of affiliation with a particular entity;
- (4) require students to participate in other programs or services offered by the instructor, coordinator, or education provider;
- (5) attempt, either directly or indirectly, to discover questions or answers on an examination for license;
- (6) disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- (7) misrepresent any information submitted to the commissioner;
- (8) fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and
- (9) issue inaccurate course completion certificates.

##### **Subd. 2.Notification of disciplinary action.**

Coordinators must notify the commissioner within ten days of a felony or gross misdemeanor conviction or of disciplinary action taken against an occupational license held by the coordinator or an instructor teaching an approved offering. The notification may be grounds to suspend, deny, or revoke the approval of the coordinator and grounds to disallow the use of a particular instructor.

#### **MN Statute 45.30 CONTINUING EDUCATION.**

##### **Subd. 5. Nonapproved courses for continuing education.**

The following courses will not be approved for credit:

- (1) courses designed solely to prepare students for passing a license examination;
- (2) courses in mechanical office or business skills, including typing, speed reading, or other machines or equipment. Computer skills courses are allowed, if appropriate and related to the industry to which the courses are directed;
- (3) courses in sales promotion, including meetings held in conjunction with the general business of the licensee;
- (4) courses in motivation, salesmanship, psychology, time management, or communication, except as prescribed in prelicense training;
- (5) courses related to office management or intended to improve the operation of the licensee's business; and
- (6) courses that are primarily intended to impart knowledge of specific products of specific companies, if the use of the product or products relates to the sales promotion or marketing of one or more of the products discussed.